

## **Stroud CLP Rules as revised 20 January 2017**

### **Clause I**

Name: The Stroud Constituency Labour Party, hereinafter named 'this CLP'

### **Clause II - aims and values**

#### **1. National**

1. The aims and values of the Labour Party as outlined in Chapter 1 Clause IV shall apply to this CLP.

2. A) To unite the forces of Labour within the constituency and to ensure the establishment of, and to keep in active operation an appropriate organisation and structure, which shall normally include branches, as approved by the National Executive Committee (NEC).

B) To secure the return of Labour representatives to Parliament and local government bodies, by promoting the policies and principles of the Party throughout the constituency with a view to increasing the Party's influence within the local community and securing support and membership from it.

C) To promote the policies of the Party within the constituency by formulating a development action plan for the Party in the area and to ensure its adoption and implementation by all Party units.

D) To provide the opportunity for all individual members of the Party within the constituency to contribute to the development of the aims and policies by ensuring that a full range of Party activities are available to them, including local policy forums, and that they may participate fully in discussion to broaden the political education of members of the Party and to increase their influence over the formulation of the Party programme.

E) To establish local policy forums, possibly in cooperation with neighbouring Constituency Labour Parties (CLPs), as authorised by and with the support of the appropriate Regional Director (or General Secretary) operating to guidelines produced by the NEC. The constitution of the Party places an obligation on CLPs to work in pursuit of our aims with trade unions, co-operative societies and other affiliated organisations, and it must consult its members, elected representatives, affiliated organisations, and, where practicable, the wider community in which it is based on policy making initiatives which are to be forwarded for consideration as part of the national policy making process.

### **Clause III. Affiliation organisations**

1. Organisations may affiliate to the Party at constituency level if they fall within the following categories:

A) trade unions or branches thereof affiliated to the Trades Union Congress or considered by the NEC to be bona fide trade unions affiliated to the Party nationally. Where provided by the structure of an affiliated organisation, subsections of branches may affiliate separately at the discretion of the RD(GS) of the Party in agreement with the appropriate authority of the affiliated trade union

B) Co-operative societies, branches of the Co-operative Party and other co-operative organisations.

C) branches of those socialist societies affiliated to the Party nationally

D) other organisations or branches thereof which in the opinion of the NEC are deemed eligible for affiliation.

2. Each affiliated organisation must: accept the programme, principles and policy of the Party; agree to conform to the constitution, rules and standing orders; have members who are registered as electors within the constituency.

#### **Clause IV. Affiliation fees**

1. Affiliation fees and contributions payable to this CLP shall be:

- A) trade unions, branches of trade unions, branches of socialist societies and other organisations; 6p per annum per member resident or registered as an elector within the constituency, with a minimum payment of £6 per branch
- B) co-operative societies and other cooperative organisations on the basis agreed between this CLP and the respective co-operative organisation, though as a minimum on the same basis as other affiliated organisations
- C) the Co-operative Party in accordance with the agreement between the Labour Party and the Co-operative Union Limited currently in force
- D) all affiliation fees shall be paid not later than 31 December of the relevant year.

#### **Clause V. Individual membership**

- 1. The conditions of membership for, method of enrolment of, and level of subscription payable by individual members of the Party within this constituency shall be as laid down in the membership rules of the Party in Chapter 2 of the Party Rule Book.
- 2. The constitutional rights of individual members of the Party within this constituency shall operate only where they are registered as electors and reside or, exceptionally if they are not eligible to be registered to vote, in which they reside only.
- 3. Women members in this CLP shall, if they so desire, be organised into a women's forum acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the Regional Director.
- 4. Individual members of the Party between 14 years and 26 years of age inclusive shall be, if they so desire, be organised in branches of Young Labour acting in accordance with regulations sanctioned by the NEC and on boundaries approved by the RD (GS).

#### **Clause VI. Method of organisation**

##### **1. General**

A) There shall be established, throughout the constituency branches on such basis as decided by the All Member Meeting. Branch boundaries shall as far as possible follow local government boundaries.

8) A branch established in accordance with this rule shall consist only of those individual members of the Party within this CLP who reside and are registered as electors within the area covered by the branch or, exceptionally if they are not eligible to be registered to vote, in which they reside only.

C) Branches shall operate in accordance with the rules for Party branches and any other regulations approved by the NEC. In particular, a branch shall maintain the necessary machinery for elections within its area. A branch may undertake other activities to promote the Party in its area and the involvement of its individual members in line with the development action plan agreed for this CLP. The public activities of a branch shall be approved by the Executive Committee of this CLP.

D) Where the All Member Meeting considers it desirable there may be established a coordinating organisation covering more than one branch subject to the approval of the regional office.

E) There may be established daytime branches

2. There may be established workplace branches covering one or more CLPs, acting in accordance with rules sanctioned by the NEC.

3. There may be established a women's forum to coordinate work among women

members, acting in accordance with the rules for women's forums and any other regulations approved by the NEC and on boundaries approved by the NEC.

4. There may be established an ethnic minorities forum to co-ordinate work among Black, Asian and Minority Ethnic (BAME) members, acting in accordance with the rules for ethnic minorities forums and any other regulations approved by the NEC and on boundaries approved by the NEC.

5. There may be established from time to time, with the approval of the EC other forums among common interests groups to work on issues such as health and education, with the aim of providing research, information and campaigning opportunities for the CLP and parliamentary candidate. At the time they are established, these groups shall provide the EC with a written statement of their objectives and aims. Subsequently they shall provide regular briefings to the EC and they will act in accordance with the rules for these forums and any other regulations approved by the NEC and on boundaries approved by the NEC.

6. There shall be established a Campaign Committee to co-ordinate the public activity of this CLP.

A)The Campaign Committee will be comprised of campaign organisers from each branch and other members as appropriate. The chair and treasurer of this CLP and the Member of Parliament and/or the parliamentary candidate and the parliamentary agent, shall be ex-officio members of the Campaign Committee.

B)The EC shall elect a campaign co-ordinator who shall: co-ordinate constituency-wide campaigns; liaise with Head Office and the regional office and with affiliated organisations, as the case may be, in the promotion of the Party's campaigns; and liaise with other election agents as appropriate over the election campaign strategy for elections and referenda taking place wholly or partly within the area of this CLP. The role of campaign co-ordinator may be fulfilled by the Vice Chair (Campaigns) if the Campaign Committee so determines.

C)Where the campaign co-ordinator is not the election agent, the Campaign Committee shall ensure that an election agent is appointed to be responsible for all local elections within the area of this CLP. Agents shall liaise with other agents within the local authority area in order to ensure a unified and co-ordinated campaign. For national elections, the committee should seek to appoint an election agent at the earliest opportunity in consultation with the prospective candidate and appropriate Regional Director and this appointment shall be subject to the approval of the NEC. Any member not otherwise disqualified from being an election agent may be considered for appointment.

## **Clause VII - Management**

1. The management of this CLP shall be in the hands of an Executive Committee which shall be appointed by and report to an Annual General Meeting of this CLP and to other such meetings as required by the CLP rules and procedures.

2. The All Member Meeting shall, but only with the specific prior approval in writing of the NEC and on such terms and conditions as shall be approved by the NEC, have the power to employ staff on behalf of the CLP. Such power may also be exercised by the Executive Committee or by officers of the All Member Meeting if so authorised by the All Member Meeting. In all such circumstances, the primary responsibility for meeting financial and other obligations in respect of such employees shall be borne by this CLP.

## **Clause VIII - Officers**

1. The officers of this CLP, the Executive Committee, and two auditors shall be elected at the annual general meeting of this CLP, having been duly nominated by an affiliated trade union, affiliated organisation or branch where these are functioning and shall continue in office until replaced or re-appointed.

2. The Executive Officers of this CLP shall be; chair, vice-chair (campaigns), vice-chair (membership), women's officer, secretary, treasurer. At least three of these officers

shall be women. This CLP may, with the approval of the NEC add other Executive Officer posts drawn from amongst its Coordinator roles subject to the gender quota being amended appropriately.

**3.** The Chair shall also be the deputy treasurer to be notified to the Electoral Commission. In exceptional circumstances, and with the prior approval of the General Secretary, a different person may be appointed.

**4.** In addition this CLP may elect coordinators to lead on specific areas of responsibility including community involvement, trade union liaison, membership recruitment and retention, diversity (CLPs may consider splitting this responsibility between two or more people - e.g. Black, Asian and Minority Ethnic (BAME), Women, Disability, Youth), fundraising, political education, information technology etc. The Women's Coordinator, if appointed, shall be a woman. These coordinators shall be encouraged to attend Executive Committee Meetings to report on their work and share expertise with colleagues but shall not be voting members unless elected to the Executive Committee as individuals.

**5.** The team of officers and coordinators, together with the parliamentary candidate and/or member of Parliament and the campaign coordinator, shall provide a strategic lead for the development of the Party in the constituency.

**6.** The Executive Committee shall consist of the Executive Officers and

A) Branch Secretaries (or their substitutes) who will be ex-officio members

B) One additional member appointed by each branch

C) 8 members upon such proportionate basis of the whole membership as this CLP may decide, 2 members elected by trade union delegates and 1 member elected by other affiliated organisations. The EC will meet monthly or as required.

**7.** The parliamentary election agent may also attend Executive Committee meetings.

**8.** Where a constituency plan agreement has been entered into by this CLP and an organisation affiliated to the Party nationally and approved by the NEC, the affiliated organisation concerned may appoint a member of this CLP to the Executive Committee to represent their interest: this member shall be an ex-officio member with voting powers of both executive and All Member Meetings.

**9.** The Executive Committee shall meet as required and be responsible for reviewing the implementation of the development action plan and supervising the work of the branches and other Party units in the constituency. The Executive Committee shall also deal with as much of the routine business of this CLP as possible to ensure that the All Member Meeting can devote its time to the discussion of policy and Party objectives for the constituency.

**10.** The treasurer shall be responsible for ensuring this CLP meets its legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000 (PPERA) in respect of donation reporting, the filing of accounts and, if applicable, the auditing of accounts and shall be the registered treasurer of the accounting unit, as notified by Party Head Office to the Electoral Commission.

**11.** This CLP Secretary shall notify Party Head Office immediately in the event of the resignation or replacement of the treasurer or the deputy treasurer, so that the Party can meet its statutory responsibility to inform the Electoral Commission of any such changes.

**12.** It shall be a requirement of their office that the treasurer and the parliamentary election agent undertake such training as deemed desirable by the NEC.

**13.** Authorisation limits to CLP expenditure

With the exception of expenditure of £50 or less all expenditure must be agreed by two authorised persons. The authorised persons will depend on the level of expenditure as set out below:

(i) A number of items in one order individually costing less than £50 but together more than £50 shall be treated as one item.

(ii) All authorised expenditure shall be recorded (copies of orders where appropriate) and filed in a folder to be kept in the CLP office and will be available to the Treasurer at all times.

(iii) Authorisation will be as follows:

Less than £50                      A CLP officer or the Campaign Co-ordinator or Campaign Organiser

£50 - £200                    The organiser and a CLP officer or any two of the CLP Officers  
£201 - £500                   Any two of the CLP Officers  
More than £500              Any two of the CLP Officers after discussing the item with the  
Treasurer or Assistant Treasurer.

(iv) For the purposes of authorisation, CLP Officers are the Chair and Assistant Treasurer; Vice Chair (Campaigns); Vice Chair (Membership), Women's Officer, Treasurer; Secretary; Campaign Co-ordinator

(v) The authorisation of expenditure should be reviewed annually.

**14. Risk assessments for events organised by the CLP or branches**

The organisers of any event that will commit any significant outlay of funds beforehand (whether through the CLP or a branch) must:

(i) Work out a full costing beforehand

(ii) Before committing any expenditure, prepare a brief financial risk assessment and provide this to the Treasurer or Secretary, including information about how any potential loss would be met.

**Clause IX. The All Member Meeting**

**1. Annual Meetings**

A) The annual meeting of this CLP shall be held in July of each year, or in the event of such meeting not being held in that month for any reason, as soon as thereafter as possible. The annual meeting should not normally be held before May in any year.

B) Affiliation fees due to this CLP for the previous year ended 31 December must have been paid to this CLP a clear 35 days before the date of the annual meeting.

C) Twenty eight days' notice of an annual meeting shall be given to all eligible affiliated organisations and Party units.

D) Seven days' notice of an annual meeting shall be given to voting members entitled to attend.

**2. Special Meetings**

A) Special All Member Meetings may be called at the discretion of the Executive Committee and shall be called on the written request of at least one third of the affiliated organisations and Party units which are or would be entitled to send delegates to this CLP under a delegate structure.

B) Seven days' notice of a special meeting shall be given to voting members entitled to attend except in cases of emergency, when only business of immediate importance shall be transacted.

**3. Ordinary All Member Meetings shall be held bi-monthly, starting in January.**

**4. Seven days' notice of All Member Meetings shall be given to voting members entitled to attend.**

**5. A notice calling an annual, special or ordinary All Member Meeting shall state as far as possible the business to be transacted.**

**6. Any notice required to be given under these rules shall be in writing which may include electronic communication. Notices to be sent to affiliated organisations and Party units shall be addressed to the secretary thereof.**

**7. Motions intended for discussion at All Member Meeting should be in writing and be submitted by either the Executive Officers, Executive Committee, a Branch, and affiliated organisation, affiliated trade union or a duly constituted unit of the CLP. Motions should be circulated beforehand with the agenda so that all members interested in the motion are aware of what will be discussed.**

8. Reports to All Member Meeting should be in writing and circulated beforehand with the agenda as this makes the meeting more efficient. Oral reports will only be allowed with special permission from the Chair.

### **9. Finance**

A) Following each annual meeting of this CLP the secretary shall forward to the General Secretary a copy of this CLP's constituency annual report, including the annual statement of accounts and such other information as may be requested by the NEC in the format required and in compliance with this CLP's legal and financial responsibilities under the Political Parties, Elections and Referendums Act 2000.

B) Where required by PPERA 2000, the annual statement of accounts must be presented to and approved by an all members meeting in the first quarter of the year following the year in question. The annual statement of accounts must be forwarded to the Electoral Commission by 30 April of the year following the year in question. Under current statutory requirements this will be the AMM held in March of each year.

### **Clause X. The Party Conference**

1. Subject to the conditions laid down in the rules of Party conference and the constitutional rules of the Party, this CLP may appoint to any Party conference convened under Clause VI of the constitutional rules of the Party, one delegate for the first 749 eligible members, or part thereof, and a further delegate for each additional 250 eligible members, or part thereof. Eligible members shall be defined as those listed by the Party as members of this CLP at 31 December in the previous year.

2. When appointing their delegate(s) this CLP shall seek to increase the representation of women at conference, by ensuring that at least every second delegate shall be a woman; where only one delegate is appointed this must be a woman at least in every other year.

3. Where the individual women's membership within this CLP is 100 or more, an additional woman delegate may be appointed.

4. Where the individual Young Labour membership within this CLP is 30 or more, an additional delegate under the age of 27 may be appointed.

5. This CLP may appoint a delegate in addition to its above entitlement if one of its duly appointed delegates is the national treasurer, a member of the NEC, member of the Conference Arrangements Committee, or a member of the National Constitutional Committee (NCC) due for re-election that year.

### **Clause XI. Duties of the All Member Meeting**

1. The general provisions of the constitution, rules and standing orders of the Party shall apply to this CLP and the All Member Meeting has a duty to act within and uphold such provisions.

2. The All Member Meeting shall be responsible for establishing objectives for this CLP in the constituency through political debate and policy discussion, setting targets for development of CLP organisation and campaigning in the area and promoting links with the wider community.

3. In particular this CLP is required to submit in the fourth quarter of each year a development plan in a format approved by the NEC for the constituency for the coming year. The plan shall be submitted to the south west regional office.

4. It shall be the duty of the All Member Meeting of this CLP to ensure that at least 50 per cent of their delegates to other Party bodies (where delegate entitlement is more than one) shall be women.

5. This CLP and units of this CLP shall not enter into affiliation with or give support, financially or otherwise, to any political party or organisation (or ancillary or subsidiary body thereto) declared by Party conference or by the NEC in pursuance of conference decisions

to be ineligible for affiliation to the Party. Nor shall they give any such support to individuals ineligible for membership of the Party.

6. This CLP shall co-operate with the NEC of the Party in conducting a ballot of all eligible individual members for the selection of parliamentary candidates, the election of the leader and deputy leader of the Party, the national treasurer and auditors, and the appropriate sections of the NEC, and NCC. Such ballots to be conducted in accordance with guidelines laid down by the NEC and subject to the provisions of Chapter 4. 7 of the National Rule Book. In the event of this CLP being dissolved or ceasing to exist for any reason, its assets (after payment of outstanding liabilities) shall be transferred to the NEC of the Party.

7. This CLP shall co-operate fully with the NEC in respect of its legal and financial obligations under the Political Parties, Elections and Referendums Act 2000. Should this CLP fail to co-operate with the Party with regard to its obligations under the Act, the NEC will not hesitate to take appropriate disciplinary action against individual members and/or suspend this CLP.

### **Clause XII. Disciplinary**

1. It shall be the duty of the All Member Meeting of this CLP to take all necessary steps to enforce the constitution, standing orders and rules of the Party within this constituency and to safeguard the programme, policy and principles of the Party within this constituency. This CLP shall take such action as it deems necessary for such purposes in accordance with the provisions laid out in the disciplinary rules, contained in Chapter 6 of the National Rule Book.

### **Clause XIII. Parliamentary candidates**

1. The Party's parliamentary candidate for this constituency shall be selected in accordance with the rules for selection of parliamentary candidates laid down in Chapter 5 of the National Rule Book and in the selection guidelines appended thereto, along with any other regulations approved by the NEC.

### **Clause XIV. Local government candidates**

1. Local government candidates shall be selected in accordance with the rules for selection of local government candidates laid down in Chapter 5 of the National Rule Book and in the selection guidelines appended thereto along with any other regulations approved by the NEC.

### **Clause XV. Amendments to rules**

1. These rules, or any part thereof, may be amended, altered or additions made thereto by resolution carried at an Annual General Meeting by a vote of two thirds of delegates present, subject to the approval of the NEC. The provisions of the model procedural rules for Party meetings shall apply to this CLP with such local additions and modifications as may be approved by the Regional Director of the Party on behalf of the NEC.